

Bridge River Valley Heritage Advisory Committee Terms of Reference (July 16, 2014)

The Heritage Advisory Committee (HAC) will:

1. Work to manage heritage areas and assets according to the Standards & Guidelines of Heritage Places in Canada.
2. Identify areas/assets of possible heritage value in the BRV. (on-going)
3. Conduct research in-house or through contracts that will provide a baseline on the value of areas/assets identified by the BRVCA (and its committees).
4. Prioritize for further consideration other areas/assets that are of interest to the Community. (on-going)
5. Determine the value of creating a Community Heritage Register and the steps required to establish such a Register.
6. Establish a Community Heritage Register in conjunction with local government, if determined useful, through the development of Statements of Significance for areas or assets believed to have heritage value and/or heritage character. This work will be done in accordance with section 954 of the Local Government Act (LGA), to provide for the inclusion of the community's historic places on the British Columbia Register of Historic Places (BCRHP) and potentially the Canadian Register of Historic Places (CRHP).
7. Provide informal advice to the BRVCA (and any of its committees) on the operations of specific heritage areas/assets until these requirements are clarified through policy statements or in a Heritage Plan. These areas/assets include the Boulton Memorial Church, the Bridge River Valley Cemetery, the Haylmore Heritage site, the Bralorne Pioneer Museum, and other areas/assets as requested by the BRVCA.
8. Prepare a draft Heritage Plan to use for consultation with the Community and other organizations/jurisdictions with overlapping interests. The role for the HAC, the BRVCA and its other committees in developing, promoting and operating specified areas/assets will be included in the Plan
9. Finalize the Heritage Plan based on research undertaken by/for the HAC and interests of the Community as reflected by the BRVCA/SLRD or through other means such as surveys, and in line with the resources known or expected to be available (on-going)
10. Manage the work to realize the objectives set out in the Heritage Plan.
11. Revise the Heritage Plan and tasks of the HAC as needed to align with improved information on the historical value of areas/assets, the priorities of the BRVCA, SLRD and the Community, and the resources available for this work.

12. Work actively to integrate heritage conservation activities into other community events and governmental land use planning.

The Heritage Advisory Committee (HAC) will conduct its work:

1. In close collaboration with all other jurisdictions and organizations that have an overlapping interest.
2. In an open forum so as to align to the extent possible with the wishes of the Community, including the scheduling and publicizing of 6 meetings per year to review operations and progress including financial performance to budget and to receive public presentations at the beginning of scheduled meetings.
3. As a subcommittee of the BRVCA, and will
 - (a) communicate with the BRVCA membership & Board of Directors by
 - i. submission of the minutes of HAC committee meetings within ten days of the meeting
 - ii. attendance by the chairperson or designate at scheduled BRVCA executive meetings when requested.
 - (b) formulate and present policies and recommendations to direct and support the work of the HAC to the BRVCA Board of Directors for information and/or approval by the membership.
 - (c) participate in planning processes for future work of the HAC.
4. With the assistance of hired or contract workers employing the procedures and policies of the BRVCA and in the name and with the approval of the BRVCA.

The Heritage Advisory Committee will be structured:

1. As a sub-committee of the BRVCA, following the models, procedures and guidelines established by the BRVCA, as appropriate, and led by a Chairperson elected by HAC members, and when possible, supported by a similarly elected Co-chair/secretary.
2. To encourage input and support from members of the Community and its various committees.